

# GUIDE TO FINDING EDUCATION VACANCIES

Go to [www.jobsnd.com](http://www.jobsnd.com).



- Click on *Search for a Job (Guest Access)*, where you may view the jobs, but will not be able to apply on-line.
- Choose *Statewide, County, Metropolitan Statistical Area, or City.*



- Select a Search Option by **Keyword** or by **Occupational Group**, (the most commonly used).
- Choose an Occupational Group.
- Choose a specific Occupational Title.

## Option 2 - Occupational Group Search

Click the *Occupational Group Link* in this section to view the results.

Occupational Group	Job Listings	Job Openings
<a href="#">Food Preparation and Serving Related Occupations</a>	214	564
<a href="#">Office and Administrative Support Occupations</a>	233	464
<a href="#">Sales and Related Occupations</a>	176	446
<a href="#">Construction and Extraction Occupations</a>	175	396
<a href="#">Production Occupations</a>	134	344
<a href="#">Healthcare Practitioners and Technical Occupations</a>	166	305
<a href="#">Transportation and Material Moving Occupations</a>	141	297
<a href="#">Installation, Maintenance, and Repair Occupations</a>	161	205

Common Education Occupational Groups:

### *Management Occupations:*

Education Administrators - Superintendents/ Principals, Financial Managers, Human Resource Managers, etc.

### *Education, Training, & Library Occupations:*

Teachers, Librarians, Audio-visual Specialists, etc.

### *Community & Social Service Occupations:*

Education, Vocation, & School Counselors, School Social Workers, etc.

### *Art, Design, Entertainment, Sports, & Media Occupations:*

Coaches, Umpires, Art Directors, Interpreters/Translators, etc.

The **Advanced Search** fine-tunes your job search criteria. Use this option to search all the vacancies in your specific occupational group that have been listed within one to sixty days.

*See the next page  
to determine  
what the system can do  
for you.*

## Are you looking for a job?

***Here's how jobsnd.com on-line services can help!***

What would you like to do?	How you can do it best!		
	Guest	Registered	
Search for Jobs	Registration not required	Registration Without Resume	Registration With On-line Resume
Location (within North Dakota)	✓	✓	✓
Occupational Group	✓	✓	✓
View Details of a Job	✓	✓	✓
View How to Apply for a Job	✓	✓	✓
Set the Virtual Recruiter to Find Appropriate Jobs for You		✓	✓
Create a Resume			✓
Build Multiple Resumes			✓
Access my Resume (If you're an Employer)			✓
Build My On-line Application			✓
<i>Submit My On-line Application</i>			✓

Go to [jobsnd.com](http://jobsnd.com) to access services.



WORKFORCE PROGRAMS  
JSND-6131 (R. 1-04)

Job Service North Dakota is an equal opportunity employer/program provider.  
Auxiliary aids and services are available upon request to individuals with disabilities.